



PRIVATE CONFERENCES



THE BURLINGTON HOTEL

WORTHING

Marine Parade
Worthing
BN11 3QL

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THANK YOU FOR REQUESTING OUR CORPORATE INFORMATION PACK.

Here at The Burlington Hotel, we offer the professionalism we know conferences command.

We can provide a free event co-ordination service to ensure the smooth running of your event no matter what the size. Our team can cater for small, informal meetings or large scale presentations and team-building days. Our packages can be arranged for events running from a couple of hours, to all day and night.

We can also propose a range of delegate packages with a selection of refreshment ideas to keep your team well looked after during your stay. Our function rooms can accommodate any size team and we can layout the room to suit your requirements.



Pearl room

pearl room is the smallest of our private rooms. Holding approximately 20 guests, it is perfect for more intimate meetings. We can tailor different layouts to your meeting requirements.

ROOM HIRE

£150 for a maximum of 4 hours

£220 for a full day, both include:

Tea, Coffee and Water all day, flip chart, Stationary and the overhead projector screen

OYSTER ROOM

This beautiful and stylish room offers you and your delegate's elegant surroundings for your event. Oyster room can hold up to 100 people (depending on layout). We can also provide a staffed bar in here (may involve additional costs).

ROOM HIRE

£280 for a maximum of 4 hours

£360 for a full day, both include:

Tea, Coffee and Water all day, flip chart, Stationary & overhead projector screen

OYSTER AND ADJOINING PEARL ROOM

For spacious surroundings and an elegant setting you can hire both oyster and the adjoining, pearl room. The Oyster room can be used as your main meeting or interview room providing plenty of space for your event, and the Pearl room is perfect for your guest's refreshments or for a little break.

ROOM HIRE

£390 for a maximum of 4 hours

£490 for a full day, both includes:

Tea, Coffee and Water all day, flip chart, stationary & overhead projector screen

THE OYSTER AND PEARL ROOMS BOTH HAVE EXCELLENT NATURAL DAYLIGHT FROM LARGE WINDOWS.



Our Function
ROOMS

ADDITIONAL EQUIPMENT

- FREE flip chart with 1 pad and pens
- Additional Flip Chart pad - £10
- FREE Projector Screen
- Computer Projector £60 per day
- FREE Wireless Internet
- Photocopying - £0.15 per sheet
- Printing (black and white) - £0.20 per sheet

ROOM LAYOUTS

Please see below possible layout options, if you have any further suggestions or requirements. Our events team will be more than happy to try and accommodate you.

- Theatre Style
- Boardroom
- Classroom
- U Shape
- Square



Additional
EXTRAS

Here at The Burlington we only offer in-house catering. This means our chefs work on the premises and form part of our events team - giving us the ability to work closely with them to cater exactly to your needs, whilst keeping our excellent food standards in place.

Our Head Chef has created some fantastic function menus that vary from Finger Buffets and Canapés to indulgent three course meals. However, if you have something specific in mind or you fancy a few changes, he is more than happy to come up with a personal menu based on your needs.

We pride ourselves in our flexibility so please don't hesitate to ask. For any sit down meals, we do require pre-order's three weeks before your event. This ensures a smoother service for us and a more enjoyable meal for you.

Please be aware, all allergen information is available if required. Gluten Free and Vegetarian options are available on request.



Catering your
EVENT

Breast fillet chicken goujons served with lemon mayonnaise
Coronation chicken vol au vents
Chicken tikka drumsticks with natural yogurt (g.f.)
Vegetarian spring rolls with chilli dipping sauce
Vegetable pots with dips of beetroot hummus, taramasalata & mint yogurt (g.f.)(vegan)
Selection of sandwiches with various filling two meat & 2 vegetarian (g.f. or vegan on request)
Glazed honey and mustard chipolata sausages
Selection of quiches including vegetarian
Ciabatta, pizza bites vegetable and meat (g.f. or vegan on request)
Tempura prawns with alioli
Goats cheese crostini with onion chutney (g.f. on request)
Vegetable kebabs cooked in a soya sauce marinade (g.f.)(vegan)
Chefs marinated Chinese chicken nuggets with a sweet & sour glaze
Onion bahjis with a cool cucumber and mint raita (g.f. on request) (vegan)

5 items £14.50pp

7 items £17.00pp

9 items £20.50pp

Each additional item is 2.50pp / crisps & nuts £1.50pp (vegan)

Fish goujons with tartar and lemon sauce £6.50pp

Bacon rolls £6.50pp (g.f. on request)

4oz cheeseburger £6.50pp (g.f. on request)

Plaice fish finger sandwich £6.50pp (g.f. on request)

Hot dogs or chilli dogs with fried onions £6.50pp (g.f. on request)

Fries £2.00pp (g.f.) (vegan)



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Your event
FOOD

Sandwiches wraps or foccacias (gluten free on request) £6.50pp

Egg mayonnaise and cress

Tuna mayonnaise with cucumber

Ham salad

Cheese and pickle

Prawn with Marie rose sauce

Roast beef and horseradish

Hummus, avocado, pesto, rocket and tomato

All served with garnish and crisps



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Your event
FOOD

One you have an idea in mind of what you would like to include in your event. Please advise our events team, they will then check availability and prices for you.

DEPOSITS

You can provisionally book a date with no obligation for a maximum of 2 weeks. To confirm that you would like this date, a non-refundable deposit (amount depends on the event) maybe required. Until a deposit has been received we may not necessarily be able to hold the date for you. Once your date has been confirmed with a deposit, our events team will send out a confirmation and invite you to make an appointment to discuss further details should this be necessary.

FINAL DETAILS

We will need any menu choices, final numbers and seating plans two weeks prior to the event. We are happy to take payments and menu choices over the phone should travel be an issue.

BOOKING A CONFERENCE

To discuss your conference needs and check availability please do not hesitate to contact our events coordinator on 01903 211222

Payments can be made via cash, cheque, credit card or BACS (details available upon request) The Burlington will require a deposit in order to secure your booking.

Please state any dietary requirements beforehand. All items are subject to availability. We cannot guarantee that any of our food may not contain traces of nuts.

Please note that premium coffee such as cappuccinos and lattes are not inclusive in the price.

Full terms and conditions are available at www.theburlington.net



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finalising your
EVENT